

# City of Spokane



## **Citizens Street Advisory Commission**

Tuesday, March 1, 2005  
1:00 p.m.  
Street Department Conference Room  
901 North Nelson

### **MEETING MINUTES**

#### Commissioners Present

JoAnna Butler  
Dallas Hawkins, Chair  
Donna Jilbert  
Chuck Kearney  
Max Kuney  
Stan Stirling, Vice Chair  
John Talbott (from 1:30 p.m.)

#### City Staff Present

Tom Arnold, Director, Engineering Services  
Scott Egger, Director, Street Department  
Ken Brown, Principal Engineer, Eng.  
Services  
Charlotte Thacker, Admin. Asst.

Commission Chair Dallas Hawkins opened the meeting at 1:00 pm.

#### **I. Commission Organization – ByLaws**

The Commission discussed the proposed CSAC Bylaws. A draft reflecting the agreed-upon changes will be finalized and provided by e-mail to members. Discussion of matters to be incorporated into the Bylaws included the importance of the Commission's being able to review and comment on any audit that would be performed regarding Street Bond management, even though City legal counsel has indicated that it would not be appropriate for the Commission to actually order an audit. Discussion of the audit process led to observations that a performance audit might be advisable, as well, in meeting the Commission's major role of accountability. Dialogue regarding the minority report provision of the Bylaws led to the observation that modifications might be needed to the Ordinance establishing the Commission.

(Mr. Talbott joined the meeting at this point.)

Although it was determined that the City Council's Public Works Committee of three Council Members would be the main body to whom the Commission would interface, the group agreed with Mr. Stirling that it was important that the Commission make an appearance before the full Council at least once a year, and that it would be good for the Annual Report to be extracted into a video that could be run on Channel 5 as a report to the people, with Mr. Talbott adding that

citizens could be encouraged to take any questions or concerns directly to the Commission.

Members agreed that it was necessary to define "related structures" in the Bylaws and requested that staff provide a list of recommended elements items to be approved as related structures at the next meeting.

Mr. Hawkins suggested that a presentation reviewing the bidding process could be helpful to members.

## **II. LIDs (Local Improvement Districts)**

Tom Arnold explained that the topic of LIDs was being brought back with a request that the Commission provide direction on how to set up the program. Petitions are being accepted from property owners, and work needs to commence of setting up the programs. He emphasized that the goal of generating a \$1 million per year LID program was an ambitious process involving hearings, notifications, and City Council approvals, and for that reason the is to create larger districts so that staff time wouldn't be needed to create block-by-block districts.

As well as providing a description of how his department implements the LID process, Ken Brown outlined the program decisions requested of the Commission (see attached):

- Recommended Approach
- Project Selection Method
- Funding Percentages
- Affidavit Funding Process
- LIDs for Commercial Properties

It was moved by Max Kuney, seconded by Stan Stirling, and carried 4-2 with one abstention that the program should provide funding for at a level of 1/3 for frontage streets, 2/3 for side streets, with the composite not to exceed 50% program-wide, excluding affidavit funding.

## **III. Press Release**

It was agreed that the finalized press release would be circulated via e-mail.

## **IV. Next Meeting**

The next meeting will be March 15. Topics for the Agenda will include approval of the staff-recommended LID projects, a presentation of roadway striping, final approval of the Bylaws, and discussion of prevailing union wages.

## **V. Adjournment**

The meeting concluded at 3:10 p.m.

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